



General  
Services

Transportation  
and Public  
Utilities Service

Approved For Release 2003/05/27 : CIA-RDP84B00890R000800090032-8

APR 6 1981

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FILE: *Travel*

Mr. Max Hugel  
Deputy Director of Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Hugel:

The General Services Administration, Transportation and Public Utilities Service, has recently revised Title 41, Code of Federal Regulations (CFR) § 101-40, which sets forth policy on the transportation of freight and passengers. In that regulation, significant changes occurred relating to office relocations.

The changes contained in § 101-40.109 (enclosure 1) were brought about in part by a report published by the General Accounting Office entitled "Stronger Controls Needed Over Federal Agency Contracting for Moving and Labor Services" (PSAD-80-76 dated September 29, 1980). This report states in summary that "Federal contracting for moving (office relocations) and labor services are plagued by a lack of adequate controls and management over contract actions. Although the General Services Administration (GSA) can award moving contracts to meet agencies' needs, many agencies choose to contract on their own, often resulting in higher prices. It appears also that agencies use moving and labor service contracts improperly as personal service contracts as a way to circumvent personnel ceilings."

When office relocations are being planned by your agency, it is recommended that the appropriate GSA Regional Transportation and Travel Management Division office (enclosure 2) be contacted for assistance. We hope you will take advantage of this program as it will provide economic benefits to your agency. If there is any technical assistance we can provide relating to this issue, please do not hesitate to contact us.

Sincerely,

ALLAN W. BERES  
Commissioner

2 Enclosures

101-40.109 Availability of transportation-related contracts and agreements

101-40.109-1 Miscellaneous transportation-related contracts and agreements.

(a) The Transportation and Public Utilities Service, General Services Administration, will, as considered necessary, enter into agreements or contracts for transportation and related services, including but not limited to stevedoring, passenger charters, storage, drayage, packing, marking, ocean freight forwarding, accessorial services, demurrage, and weighing. (See § 101-1.304-2 for the use of commercial forms and procedures instead of Government bills of lading.) These contracts and agreements will be made for and in behalf of all executive agencies.

(b) The availability of these contracts and agreements will be announced through GSA bulletins which will outline the specific contractual services and the terms of the agreements. After distribution of these bulletins, GSA will furnish copies of the contracts and agreements to agencies upon request.

101-40.109-2 Office relocation contracts.

(a) In accordance with the provisions of Part 101-17, Assignment and Utilization of Space, prior approval is required from the Public Buildings Service, GSA, for agencies desiring to relocate office space which has been assigned by GSA.

(b) The Transportation and Public Utilities Service, GSA, offices specified in § 101-40.101-1 will enter into term contracts for office relocations, estimated to cost \$5,000 or less, in cities where it is determined that these contracts are warranted. On single office moves exceeding \$5,000, GSA will arrange to contract for the required moving services under competitive bidding procedures. The availability of term contracts for office relocations will be announced through GSA bulletins as indicated in § 101-40.109(b).

(c) In cities where term contracts are not available and where an executive agency anticipates an office relocation estimated to cost \$1,500 or more, GSA will enter into, in behalf of the agency, a specific relocation contract or other appropriate relocation arrangement. As soon as possible before the move, preferably 90 calendar days, the appropriate GSA office specified in § 101-40.101-1 shall be contacted and furnished with pertinent information concerning the proposed relocation, such as the origin, destination, moving date, property to be moved, and the agency relocation coordinator.

Not Arrangements for office relocations handled by the agency requiring the services.

(d) Whether an office relocation is made under a GSA term moving contract or under a specific contract entered into by GSA in behalf of an individual agency, the agency being relocated shall make operational arrangements directly with the moving contractor. These arrangements shall include: (1) Issuing the purchase order or placing the work order; (2) arranging for direct billing; (3) supervising the actual move; (4) processing loss and damage claims, if any; (5) providing certification on the contractor's invoices; and (6) processing the invoice for direct payment to the contractor. The GSA contracting office shall be notified upon completion of the relocation and is prepared to provide technical assistance as necessary.

§ 101-40.109-3 Mandatory use of transportation-related contracts and agreements.

(a) When a contract or agreement for transportation-related services, including office relocations, is awarded in response to an agency's specific request, the use of the contract or agreement is mandatory for that requesting agency.

(b) When term contracts or agreements for transportation-related services, including office relocations, are entered into and awarded by GSA for use "as required," the term contract or agreement is mandatory upon all executive agencies; however, exceptions to the mandatory use of term contracts or agreements may be granted by the appropriate GSA office cited in § 101-40.101-1.

§ 101-40.110 Assistance to economically disadvantaged transportation businesses.

§ 101-40.110-1 Small business enterprises.

Consistent with the policies of the Government with respect to small business as set forth in Subpart 1-1.7 of this title, executive agencies shall place with small business concerns a fair proportion of the total purchases and contracts for intrastate and interstate transportation and related services, such as packing and crating, loading and unloading, and local drayage.

§ 101-40.110-2 Minority business enterprises.

Consistent with the policies of the Government stated in Subpart 1-1.13 of this title, minority business enterprises shall have the maximum practicable opportunity to participate in the performance of Government purchases

and contracts. Agencies shall encourage enterprises regardless of the mode of transportation to identify themselves and provide services that will support the agencies' transportation requirements. The GSA offices cited in § 101-40.101-1 may be contacted for assistance, if needed.

§ 101-40.111 Maintenance of tariff files.

(a) The Transportation and Public Utilities Service, National Capital Region, General Services Administration (WTT), Washington, DC 20407, shall maintain a master file of carrier tariffs covering all modes and methods of transportation commonly used by executive agencies. Each of the 10 other Transportation and Public Utilities Service, GSA, regional offices will maintain a tariff file sufficient to meet the normal requirements of the executive agencies located within the area of responsibility of the GSA regional office.

(b) Executive agencies may maintain only those tariffs necessary to meet their routine operational requirements. Agencies may use GSA tariff files to meet unusual or abnormal transportation needs; or, alternatively, may request GSA to furnish rates, freight or passenger routings, or other tariff information. (See § 101-40.301 for use of GSA-furnished rates, and routes.)

§ 101-40.112 Transportation factors in the location of Government facilities.

(a) Transportation rates, charges, and commercial carrier transportation services shall be considered and evaluated before selecting new site locations and during the planning and construction phases in the establishment of leased or relocated Government installations or facilities.

(b) If changes in the location, relocation or deactivation of Government installations or facilities are contemplated and will result in significant changes in the movement of property, executive agencies shall use the traffic management services of GSA to ensure that consideration is given to the various transportation factors that may be involved in this relocation or deactivation.

§ 101-40.113 Employee travel and relocation allowances.

The General Services Administration has the responsibility to prescribe and promulgate regulations governing employee travel and relocation allowances. These allowances are published in the Federal Travel Regulations and the Commuted Rate Schedule for Transportation of

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General Services Administration Transportation Contacts

Region	Office Phone	Address	Area Jurisdiction
1 J. A. Peterson	FTS: 8-223-2735 COML: 617-223-2735	J. W. McCormack Post Office and Court House (Room 820) Boston, MA 02109	Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island
2 G. V. Keogh	FTS: 8-264-1286 COML: 212-264-1286	26 Federal Plaza New York, NY 10007	New York, New Jersey, Puerto Rico, Virgin Islands
3 G. R. Osgood	FTS: 8-597-1247 COML: 215-597-1247	9th & Market Streets Philadelphia, PA 19107	Pennsylvania, Delaware, West Virginia, Maryland (except Prince George's and Montgomery counties), Virginia (except Prince William, Loudon, Fairfax, and Arlington counties)
4 R. J. Sommers	FTS: 8-242-5121 COML: 404-221-5121	75 Spring St., S.W. Atlanta, GA 30303	North Carolina, South Carolina, Tennessee, Alabama, Georgia, Kentucky, Florida, Mississippi
5 K. E. Mazikowski	FTS: 8-353-5375 COML: 312-353-5375	230 South Dearborn St. Chicago, IL 60604	Illinois, Wisconsin, Michigan, Indiana, Ohio, Minnesota
6 D. W. Jones	FTS: 8-926-7555 COML: 816-926-7555	1500 East Bannister Road Kansas City, MO 64131	Missouri, Kansas, Iowa, Nebraska
7 J. A. Pitner, Jr.	FTS: 8-334-2733 COML: 817-334-2733	819 Taylor Street Fort Worth, TX 76102	Texas, Louisiana, Arkansas, Oklahoma, New Mexico
8 B. L. Fischbach	FTS: 8-234-2626 COML: 303-234-2626	Building 41, Denver Federal Center, Denver, CO 80225	Colorado, Wyoming, Utah, Montana, North Dakota, South Dakota
9 W. E. Lacey, III	FTS: 8-556-3271 COML: 415-556-3271	525 Market Street (HS 42) San Francisco, CA 94105	California, Nevada, Hawaii, Arizona
10 R. C. Robins	FTS: 8-396-5411 COML: 206-833-6500	GSA Center Auburn, WA 98002	Washington, Oregon, Idaho, Alaska
National Capitol M. M. Kinsley	FTS: 8-472-2003 COML: 202-472-2003	7th & D Streets, S.W. Washington, DC 20407	Washington, D.C., Maryland (Prince George's and Montgomery counties), Virginia (Prince William, Loudon, Fairfax, and Arlington counties)

January 1981